

Workday Field	Use	310 & Reference Only
Hire Date	<p>Date of current hire or rehire, does not change. This Date comes from the Hire Event.</p> <p><u>Does not Change</u></p>	<p><i>MS-310 Field 28</i> Date first employed (Could be the same as Appointment Date)</p> <p>Contractual Transfer (HB767/SB172): Date of 1st continuous contract in same principal department.</p>
Original Date	<p>Will be the original first hire date in the system. If there is an unaccounted earlier hire then it can be edited to capture that date.</p> <p><u>Auto-populated from Hire Date – Can be changed</u></p>	<p><i>Entry On Duty (EOD) Date or Adjusted Entry On Duty (EOD) Date or</i> date of last hire event if beyond 3 years</p> <p>Contractual Transfer (HB767/SB172): Date of 1st continuous contract in same principal department.</p>
Continuous Service Date	<p>Adjusted for breaks in service when an employee leaves and returns; used to calculate “length of service” in Workday; represents “total State service”.</p> <p><u>Auto-populated from Hire Date – Can be changed</u></p>	<p><i>Entry On Duty (EOD) Date or</i> could be an <i>Adjusted Entry On Duty (EOD) Date</i></p> <p>Contractual Transfer (HB767/SB172): Date of 1st continuous contract in same principal department.</p>
Date Entered Workforce	<u>This should not be used now</u>	
Benefit Service Date	<u>This should not be used now</u>	
Company Service Date	<p>Increment Date (1/1/Year or 7/1/Year)</p> <p>Date that is assigned increment month and year</p> <p><u>Needs to be manually entered</u></p>	<p><i>MS-310 Fields 26 and 27</i> Will be derived by review of Hire Date, Original Hire Date, and Continuous Service Date in Workday Contractual Transfer (HB767): Date of 1st continuous contract in same principal department. Contractual Transfer (SB172): Appointment date – date placed in regular position.</p>
Time Off Service Date	<p>Same as Continuous Service Date, used to calculate Leave Accrual. Represents “total State service”.</p> <p><u>Needs to be manually entered</u></p>	<p><i>Entry On Duty Date (EOD) or</i> Could be an <i>Adjusted Entry On Duty Date (EOD)</i> Contractual Transfer (HB767/SB172): Date of 1st continuous contract in same principal department.</p>
Seniority Date	<p>May auto-populate with Original Hire Date</p> <p><u>This should not be used now</u></p>	
Retirement Eligibility Date Expected Retirement Date Severance Date Vesting Date	<u>These should not be used now</u>	